

Minor Use Permit: Time Extension		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$1,233	
ENVIRONMENTAL		
PDS REVIEW TEAMS	\$1,131	
STORMWATER		\$695
DEH	SEPTIC/WELL	\$324
	SEWER	\$324
PDS TRAILS REVIEW		
VIOLATION FEE (<i>not included in total</i>)	None	
INITIAL DEPOSIT & FEE TOTAL \$3,383		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Written Request Stating the Reason for the Time Extension
- [126 Acknowledgement of Filing Fees and Deposits \(see Note #1\)](#)
- [299 Supplemental Public Notice Certification](#)
- [366 Environmental Review Update Application](#)
- [514 Public Notice Certification](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Public Notice Package (**see PDS-516 for Specific Requirements**).
- [346 Discretionary Permit Application: One \(1\) hard copy.](#)
- [524 Vicinity Map/ Project Summary: One \(1\) hard copy.](#)
- [LUEG-SW Stormwater Intake Form for Development Projects: Two \(2\) hard copies.](#)

PART C:

All items below are informational only and not to be submitted.

- [209 Defense and Indemnification Agreement FAQs](#)
- [298 Supplemental Public Notice Procedure](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [906 Signature Requirements](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
 Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
5. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.